

BYLAWS OF THE
Western Oregon University Chapter
The Honor Society of Phi Kappa Phi

For the purpose of promoting high scholastic standards at Western Oregon University, Monmouth, Oregon; maintaining a chapter of The Honor Society of Phi Kappa Phi chartered and installed at WOU on May 9, 1980; and furthering the ideals and objectives of the Honor Society of Phi Kappa Phi; the members of WOU chapter do hereby adopt the following Bylaws for our government.

Article I
Name and Objectives

Section 1. Name. The name of this organization is the Western Oregon University Chapter of the Honor Society of Phi Kappa Phi.

Section 2. Purpose.

2.1 The primary purposes of this organization are to promote the pursuit of excellence in all fields of higher education; to recognize outstanding achievement by students, faculty and others through election to membership and through various awards for distinguished achievement; and to engage the community of scholars in service to others.

2.2 The Western Oregon University Chapter of the Honor Society of Phi Kappa Phi follows the mission of the Honor Society of Phi Kappa Phi: "We are a community that celebrates and advances the love of learning." The Society will pursue this mission in such a manner and through such methods as permitted by Section 501(c)(3) of the Internal Revenue Code.

2.3 In carrying out its purposes and functions, except to the extent otherwise permitted under provisions of the Internal Revenue Code, the chapter shall not:

2.31 Engage in any activities other than those which are exclusively for benevolent, charitable, scientific, literary, artistic, and educational purposes; or

2.32 Advocate for any political campaign on behalf of a candidate for public office. We reserve the right to advocate for policies that support our mission.

Section 3. Governing Regulations. The chapter is governed in accordance with the Bylaws of the National Society, as amended and restated by the Society Board of Directors ("Board of Directors") on May 31, 2024, with any subsequent amendments, and by the

provisions of these Chapter Bylaws, with any subsequent amendments. These Chapter Bylaws supersede prior Chapter Bylaws and become effective upon the date adopted by the Board of Directors. In addition, the organization shall operate in accordance with the laws of the State of Oregon, the administrative rules of the Oregon Board of Higher Education, and the rules and regulations established for such organizations by Western Oregon University. The organization received its charter from the Society and was formally installed on May 9, 1980.

Article II Membership

Section 1. Membership in this chapter is open to qualified scholars with integrity and high ethical standards from all academic disciplines.

Section 2. Persons initiated into membership remain members of The Honor Society of Phi Kappa Phi even though they do not maintain active membership in either this chapter or in the national Society.

Section 3. The following membership categories are authorized:

3.1 Active Members: Regular

3.11 Affiliated. They have been invited and initiated, and have paid both national Society dues and this chapter's dues for the current year.

3.12 Unaffiliated. They have been invited and initiated, and have paid national dues, but not chapter dues, for the current year. Such members shall be returned to affiliated status when chapter dues are paid for the current year.

3.2 Active Members: Life

3.21 Active-for-Life. They have been invited and initiated, and have paid the Active-for-Life membership fee or have been accorded this status by the action of the national Board. To maintain affiliated status in this chapter, they must pay chapter dues, otherwise they will be classified as unaffiliated.

3.22 Emeritus. They have been invited and initiated, have retired from professional duties, have been recommended for this status by this chapter, and approved by the Executive Director. Upon payment of a one-time fee, paid either by this chapter or by the individual, these members are granted Active-for-Life status in the national Society as well as in this chapter.

3.23 Distinguished. They are members of Phi Kappa Phi who have served the Society in an outstanding manner. Distinguished members have

been nominated and have had this membership category funded by this chapter, and have had this status approved by a Board subcommittee appointed by the Society President. These individuals receive an Active-for-Life membership in the national Society as well as in this chapter.

3.24 Honorary. Non-members who have achieved eminence in some academic, creative, intellectual or other career endeavor. Honorary members must have been nominated and have had this membership category funded by this chapter and have had this status approved by a Board subcommittee appointed by the Society President. These individuals receive five (5) years membership dues in the national Society as well as the chapter. A chapter may choose to honor a member by purchasing an Active-for-Life membership in the national Society as well as the chapter.

3.3 Inactive Members

3.31 They have not paid national dues for the current year.

3.32 Such members shall be returned to active status when national dues are paid for the current year.

3.4 Charter Members

3.41 They have participated in the organization of this chapter and have been accorded the privilege of signing the charter through the acceptance of their petition by the national Board of Directors.

3.42 They shall be either active members of the Society by previous initiation in another chapter who are willing to transfer their affiliation or members of the faculty, administration or professional staff of the institution and about to be initiated.

3.43 For those petitioners who are not members of Phi Kappa Phi, approval of the petition constitutes authorization by the national Board of Directors for their initiation into the Society immediately subsequent to the installation of the chapter.

Section 4. Eligibility for membership in this chapter of the Society shall be confined to the following groups. Eligibility of students may be determined separately for each academic unit within this institution.

4.1 Undergraduate students:

4.11 who, as a junior (completed at least one-hundred and eight (108)

quarter hours), rank academically in the upper seven and one half (7.5) percent of the junior class at the time of invitation, or

4.12 who, as a senior (completed at least one hundred and thirty-five (135) quarter hours), rank academically in the upper ten (10) percent of the senior class at the time of invitation.

4.2 Graduate and professional students enrolled in a degree-granting program at Western Oregon University who have completed at least twenty-seven (27) quarter hours at WOU, have made an outstanding record in graduate or professional study as evidenced by ranking scholastically in the upper ten (10) percent of all graduate and professional students in this institution, who have had no known charges of academic integrity or code of conduct violations resolved against them.

4.3 Any undergraduate, graduate or professional student in any academic unit or program of a college or university who has had no known charges of academic integrity or code of conduct violations resolved against them may be recommended for membership by a faculty member or academic administrator. This membership pathway requires a compelling explanation by the faculty member or academic administrator of why and how the student fulfills the intent of Society membership. This recommendation will be sent to the chapter's Executive Committee and must be approved by that body, which will then inform the Society of the student's eligibility for membership.

4.4 Members of the institution's faculty, administration, professional staff, alumni, or community leaders who exhibit excellence and high ethical standards may be extended membership invitations.

4.41 The total number invited will not exceed four percent (4%) of the number of students invited by the chapter that year, excepting that if fewer than two hundred (200) students are invited in a given year we may initiate a maximum of eight (8) individuals per year.

Section 5. Invitation to Membership

5.1 All invitations to membership shall be approved either at a regularly called meeting of the chapter at which a quorum is present or by mail or electronic mail to all affiliated members or by the chapter's executive committee.

5.2 An affirmative vote of two-thirds (2/3) of votes cast shall be necessary for the approval of any person for membership.

5.3 Only affiliated members who are faculty, administration or professional staff

members of Western Oregon University may vote in the initiation of faculty and staff members.

- 5.4 All persons who have been selected as members in the Society shall be notified by the chapter Secretary and, upon acceptance, shall be publicly honored in an appropriate manner.
- 5.5 Reports of those who accept invitation shall be made by the chapter Secretary to the Executive Director of the Society within thirty (30) days of the initiation.

Section 6. Membership Privileges

- 6.1 An active member shall have access to all available benefits offered by the Society and is eligible to
 - 6.11 Vote in the chapter, if affiliated.
 - 6.12 Hold office in the chapter, if affiliated.
 - 6.13 Serve as a chapter delegate to any Society convention or other meeting, if affiliated.
 - 6.14 Serve on national committees.
 - 6.15 Hold national office.
- 6.2 Chapter members have the privilege of signing the charter for a new chapter.

Section 7. Membership Responsibilities

- 7.1 Members should conduct themselves at all times in a manner consistent with integrity and high ethical standards, including the standards described in the [Society's Code of Ethics](#) and all other policies of the Society.
- 7.2 If at any time, it becomes known to the Society that, after initiation, a member has failed to behave with integrity and high ethical standards, or is otherwise in violation of the Code of Ethics or other Society policies, the person's membership may be revoked by either Chapter 223 or by the Society's Board of Directors.
- 7.3 If the Board of Directors becomes aware of potential grounds to revoke a person's membership, the Society Executive Director shall notify Chapter 223's Executive Committee of the potential grounds for revocation of membership and request that Chapter 223 determine whether it will proceed with membership revocation procedures.

7.31 The Chapter 223 Executive Committee shall notify the Society Executive Director of its decision within one (1) week of receiving the request.

7.32 In the event that the Chapter 223 Executive Committee declines to proceed with consideration of membership revocation, the Board of Directors may vote to consider membership revocation.

7.4 Grounds for revocation of membership include, but are not limited to, the following:

7.41 a charge of academic integrity resolved against the member;

7.42 an institutional code of conduct charge resolved against the member;

7.43 a criminal conviction of a felony or misdemeanor that reflects that the member failed to act with integrity and high ethical standards;

7.44 failure to follow the [Society's Code of Ethics](#);

7.45 violating the [Society's Social Media Policy](#);

7.46 engaging in or promoting content that constitutes defamation, discrimination, harassment, bullying, threats of violence or harm, or spreading information that is harmful, false, or deceptive; or other conduct reflecting poorly on the Society's mission and ethical standards, in any form; or

7.47 any other conduct where a member fails to act with integrity or high ethical standards.

7.5 If a membership is revoked, the person has the right to appeal to the Society Executive Director within sixty (60) days of the date the membership was revoked. The Society Executive Director's decision is final.

Article III The Executive Committee

Section 1. Officers. The elected officers of the chapter shall be a President; a President-Elect; one or more student Vice-Presidents, a Secretary; a Treasurer; and a Public Relations Officer, all of whom will be affiliated members. Except for the student Vice President(s), the other officers shall not be students. Additional offices to be held by faculty, administration, professional staff, students or alumni may be established as the chapter may prescribe. These officers together with the immediate Past President shall constitute the chapter

Executive Committee.

Section 2. Election of Officers.

- 2.1 The President Elect, Secretary, Treasurer, and Public Relations Officer will be elected at a regularly called meeting of the chapter at which a quorum is present and will serve terms of two years. The President Elect will serve for two years and then become President. The student Vice Presidents may be elected at this meeting or at another scheduled meeting, and will serve a term of two years.
- 2.2 The slate of elected officers shall be sent promptly, and in no case later than June 15, to the Executive Director of the Society.

Section 3. Duties of Officers.

- 3.1 It shall be the duty of the President to call and preside at all meetings of the chapter and of the Executive Committee, to appoint committees deemed necessary or helpful in furthering the business of the Society, to vote in behalf of the chapter on ballots and other materials sent to the chapter by Society Headquarters, and to fulfill the other usual responsibilities of the office of the President.
- 3.2 It shall be the duty of the President Elect to preside at meetings in the absence of the President, and to succeed to the presidency in the event of death, incapacity or resignation of the President.
- 3.3 The Secretary is responsible for maintaining records and supplies for the chapter. It shall be his/her duty to keep and publish minutes of chapter and Executive Committee meetings, to maintain correspondence and other files related to Headquarters and affairs of the chapter, to prepare, with the assistance of the Registrar, lists of eligible candidates to be voted on by the chapter, and to prepare materials and documents required for the initiation of candidates.
- 3.4 The Treasurer is to receive, deposit and account for all monies received by the chapter from dues and other sources, to pay all bills approved by the Executive Committee, to arrange for the investment of all funds not required for current Operation, to prepare an annual budget and arrange for an annual audit of the record books, to prepare an annual report of the financial condition of the chapter, to submit Form 990 or Form 990-N to the IRS, and to prepare and submit reports required by Headquarters.
- 3.5 It shall be the duty of the Public Relations Officer to disseminate news of chapter activities to the various media; to submit news items for the Phi Kappa Phi Forum to Headquarters; and to take whatever other steps he/she

deems advisable to promote the purposes of the chapter and the Society.

3.6 It shall be the duty of the Vice Presidents to perform such duties as are assigned to them by the President.

3.7 It shall be the duty of the immediate Past President to serve as a member of the Executive Committee.

Section 4. Duties of the Executive Committee. It will be the responsibility of the Executive Committee to supervise annual and long-range planning of chapter activities, to advise and assist chapter officers and committees, to have jurisdiction over matters pertaining to the chapter but not provided for in these Bylaws or in the Society Bylaws, to elect delegates to conventions and other meetings of the Society, and in the event of the loss of any chapter officer by reason of death, incapacity or resignation, to appoint a temporary officer to serve until the election of new officers.

Article IV Meetings

Section 1. Calling of Meetings. Chapter meetings will be held upon call of the President or the Executive Committee. All active and affiliated members shall be duly notified of chapter meetings by the Secretary.

Section 2. Quorum. Ten (10) affiliated members, including a majority of the Executive Committee, will constitute a quorum for the transaction of business at any regular or special meeting.

Section 3. Procedure. In all matters not specified by these Bylaws or the Society Bylaws, the procedures set forth in the current edition of Robert's Rules of Order will be used.

Article V Fees, Dues, Assessments

Section 1. Society Fees, Dues, and Assessments

1.1 The following types of fees, dues, and assessments may be collected by the Society:

1.1.1 Chapter acceptance fees

1.1.2 Initiation fees

1.1.3 Membership dues

1.1.4 Special assessments

1.2 The Board of Directors establishes the amount of fees, dues, and assessments.

Section 2. Chapter Fees and Dues. The Chapter 223 Executive Committee has the authority to determine chapter initiation fees, chapter dues, and chapter life dues for Chapter 223.

Article VI Obligations to the Society

Section 1. Reports. Chapters shall submit by the specified date certain reports to Headquarters. These include, but are not limited to, the Chapter Officer List, the Chapter Annual Report, and the Chapter Financial Report.

Section 2. Initiation Materials. Chapters shall submit all initiation materials including the Transmittal Checklist, Permanent Record of Election Forms, and initiation fees to Headquarters within thirty (30) days of the initiation. All initiation material is due at Headquarters by June 30.

Section 3. Society Meeting Participation. Chapters will send appropriate delegates to Society conventions and other Society meetings.

Article VII Amendments

Section 1. Amendments. These Bylaws may be amended by the affirmative vote of two-thirds of the Executive Committee, provided the proposed amendment or amendments have been given to the affiliated members in writing thirty (30) days prior to the meeting.

Section 2. Limitations. All amendments to these Bylaws will be in harmony with the Bylaws of The Honor Society of Phi Kappa Phi, Inc.

Revised: April 23, 2025